

# The Quaide Milleth College for Men

(Re-accredited by NAAC)

A Govt. Aided Post Graduate Co- Educational Institution  
Affiliated to University of Madras

Tambaram – Velachery Main Road, Medavakkam, Chennai – 600 100  
Phone : 044 – 2277 1202 (Office), 2277 1819 (Principal)  
Fax : 044 – 2277 1202 E-mail : daycollege@qmcmem.com



Managed by

Quaide Milleth Educational and Social Trust

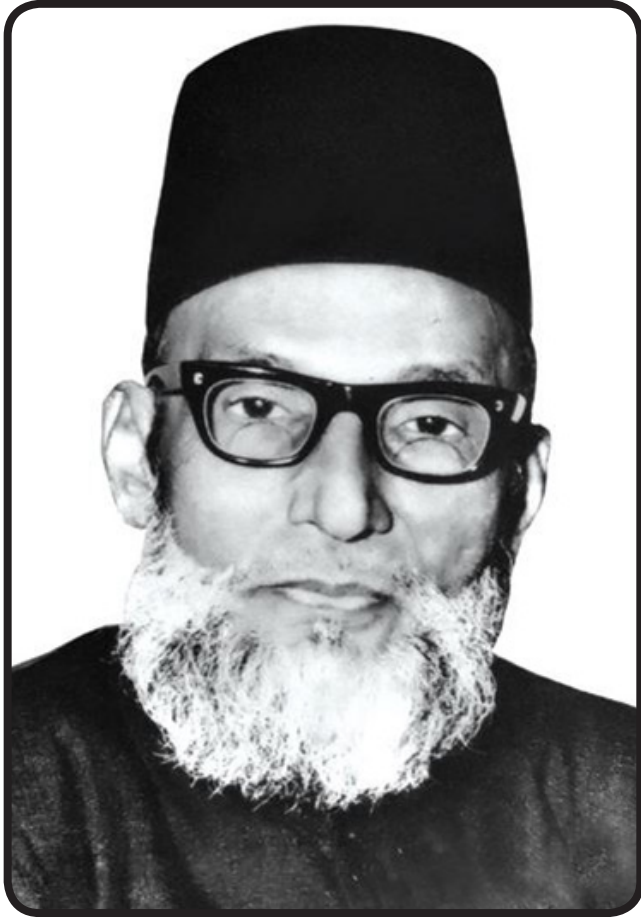
Chennai



HAND BOOK & CALENDAR

2019 - 2020

And He to whom wisdom is granted  
Received indeed a benefit over flowing



**Quaide Milleth**  
**Alhaj M. Mohammed Ismail Sahib**

In the Name of Allah,  
Most Gracious Most Merciful  
Praise be to Allah,  
The Cherisher and Sustainer of the Worlds;  
Most Gracious Most Merciful  
Master of the Day of Judgement  
Thee do we worship  
And Thine aid we seek  
Show us the Straight way,  
The way of those on whom  
Thou has bestowed thy – Grace  
Those whose (portion)  
Is not wrath,  
And who go not astray

-Al Quran

Knowledge is my CAPITAL,  
Reason is the basis of my RELIGION,  
Love is my FOUNDATION.  
Desire is my MOUNT for riding,  
Remembrance of God is my COMRADE,  
Confidence is my TREASURE,  
Anxiety is my COMPANION,  
Science is ARM,  
Patience is my MANTLE,  
Contentment is my BOOTY,  
Modesty is my PRIDE,  
Renunciation of pleasure is my PROFESSION,  
Certitude is my FOOD,  
Truth is my INTERCESSOR,  
Obedience is my SUFFICENCY,  
Struggle is my HABITUATE,  
And the delight of my HEART,  
It is the SERVICE OF WORSHIP.

-Prophet Muhammad (Sal.)

**NATIONAL ANTHEM**

Jana-gana-mana-adhinayaka jaya he,  
Bharatha-bhagya-vidhata,  
Punjaba-sindhu-gujarata-Maratha  
Dravida-Uthkala-Vanga  
Vinthiya-Himachala-Yamuna-Ganga  
Uchala-Jaladhi-taranga.  
Tava Subha name jage,  
Tava Subha asisa mange,  
Gahe tava jaya-gatha,  
Jana-gana-mangala-dayaka jaya he,  
Bharatha-bhagya-vidhata.  
Jaya he, Jaya he, Jaya he,  
Jaya Jaya Jaya Jaya he.

**PERSONAL MEMORANDUM**

**2019 - 2020**

Name: .....

Roll No: ..... Class: .....

Date of Birth: .....

Father's Name & Address: .....

.....

.....

.....

Phone: .....

University Examination Reg. No.....

Session Ticket No.: .....

Height.....Weight .....

Chest Mesurement .....

Blood group: .....

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## VISION OF THE COLLEGE

“The aim of the College is to foster in teachers and students and through them in society, the attitudes and values needed for developing good life in individuals and society”.

## MISSION OF THE COLLEGE

- Towards the achievement of the goal, we have taken up a mission to make women and the weaker sections of the society capable enough to contribute to the Nation building.
- Students from minority and backward communities are admitted in large numbers and prepare them to achieve academic excellence along with social and national commitment and career competence.

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## BRIEF HISTORY OF THE COLLEGE

The College has been established and is being maintained by the **Quaide Milleth (Alhaj M. Mohammed Ismail Sahib) Educational and Social Trust, Chennai** to perpetuate the sacred memories of the late lamented leader **Janab Alhaj M. Mohamed Ismail Sahib**.

The College was duly inaugurated on 24.07.1975.

The University of Madras has accorded affiliation to the following degree courses :

### **Aided Courses :**

**B.Com.,Co-operation**

**B.Sc., Mathematics**

**B.Com., - General**

**B.Com.,Corporate Secretaryship**

**M.Com., (General)**

### **UGC - Career Oriented Course on Web designing**

**1) Certificate Course**

**2) Diploma Course**

**3) Advanced Diploma Course**

### **Courses offered under self-financing stream :**

**B.Sc., Computer Science**

**B.Sc., Information System Management**

**B.C.A.,**

**B.B.A.,**

**B.Com.,(General)**

**B.Com.,(Accounting & Finance)**

**B.Sc., (Visual Communication)**

**M.Phil., (Commerce)**

**Ph.D., (Commerce)**

The College is easily accessible and is about 8 kilometers from Tambaram and can be reached by buses which ply frequently on the Tambaram-Velachery Road and St.Thomas Mount-Tambaram Road. It is located in a vast area with beautiful natural surroundings. It is to be developed as a residential campus and will offer mainly job oriented courses. Though this institution has been established to meet the educational aspirations of the Muslim Community, its doors are open to deserving students belonging to all communities Women students are also admitted.

## COLLEGE COMMITTEE

|  |                            |
|--|----------------------------|
| Dr. <b>S. Sathikh</b> , Former Vice Chancellor<br>University of Madras | -Honorary Patron           |
| Mufthi Khazi Dr. <b>Salahudeen Mohamed Ayub Sahib</b>                  | -President                 |
| Janab <b>M.G. Dawood Miakhan Sahib</b>                                 | -Secretary & Correspondent |
| Janab <b>U. Mohamed Sahabudeen Sahib</b>                               | -Treasurer                 |
| Alhaj <b>S. Ahamed Meeran Sahib</b>                                    | -Vice President            |
| Janab <b>T.H. Mohideen Sahib</b>                                       | -Vice President            |
| Janab <b>J.M.P. Jamal Mohamed Abdullah Sahib</b>                       | -Vice President            |
| Janab <b>A.M. Haja Najmudeen Sahib</b>                                 | -Vice President            |
| Janab <b>A. Shahul Hameed Sahib</b>                                    | -Joint Secretary           |
| Janab <b>A. Mohamed Ismail Sahib</b>                                   | -Joint Secretary           |
| Janab <b>M.H.B. Thajudeen Sahib</b>                                    | -Honorary Legal Advisor    |
| Dr. <b>A. Rafi Sahib</b> , Director                                    | -Member                    |
| <b>Principal</b> (Ex-officio)  | -Member                    |

## **DIRECTOR**

Dr. **A. Rafi**, M.Com., M.Phil., Ph.D.,  
(Management Representative)

## **ADMIN MANAGER**

Mr. **T. Mohammed Iqbal**, B.Com.,  
(Management Representative)

## FACULTY MEMBERS

### **PRINCIPAL**

Dr. **M. Mohamed Sheriff**, M.Sc., B.Ed., M.Phil., Ph.D.,

### **VICE - PRINCIPAL**

Dr. **M. Amthul Thawab**, M.Com., M.Phil., Ph.D.,

### **P.G. & RESEARCH DEPARTMENT OF COMMERCE**

Associate Professor & Head :

Dr. **M. Amthul Thawab**, M.Com., M.Phil., Ph.D.,

### **Assistant Professors :**

Mrs. **M. Fathima**, M.Com., M.Phil.,

Mrs. **A. Meharunisha**, M.Com., M.Phil.,

Mrs. **N. Taj Nisha**, M.Com., M.Phil.,

Mrs. **S. Jaya**, M.Com., M.B.A., M.Phil.,

Lt. **R.H. Abdul Hajeer**, M.Com., M.Phil.,

Dr. **S. Nafeesa**, M.Com., M.Phil., M.B.A., Ph.D.,

Dr. **G. Rajesh**, M.Com., M.Phil., Ph.D.,

Dr. **K. Yasmin**, M.Com., M.Phil., MBA., M.Com (Co-op. Mgt.), Ph.D.,

Dr. **Y. Aqther Begam**, M.Com., M.Phil., Ph.D.,

Dr. **A. Kamaruniza**, M.Com., M.Phil., Ph.D., HDCA.,

Dr. **M. Suresh**, M.Com., Ph.D.,

Dr. **G. Vinayagamurthy**, M.Com., M.Phil., MBA., Ph.D.,

**DEPARTMENT OF CO-OPERATION**

**Assistant Professor & Head**

Dr. R. Ravi, M.B.A., M.Com., M.Phil., M.A., M.Phil., Ph.D.,

**Assistant Professors**

Dr. P. Kalai Selvi, M.A., M.B.A., M.Phil., Ph.D.,

Mr. I. Suruliraj, M.A., M.Phil., - Economics

Dr. B. Jayalakshmi, M.Com., M.Phil., M.B.A., M.L.I.S., Ph.D.,

Dr. S. Akiladevi, MBA.(Co-op. Mgt), Ph.D.,

**DEPARTMENT OF CORPORATE SECRETARYSHIP**

**Assistant Professor & Head**

Dr. S. Sheik Kalil, M.Com., M.Phil., M.B.A., M.A., Ph.D.,

**Assistant Professors**

Dr. S.H. Rehana Banu, M.Com., M.Phil., Ph.D.,

Mr. K. Imran Basha, M.Com., M.Phil.,

Dr. T.A. Tamil Selvi, M.Com., M.Phil., PGDCA., MBA., M.A., (Yoga), Ph.D.,

**DEPARTMENT OF MATHEMATICS**

**Assistant Professor & Head**

Dr. M. Haj Meeral, M.Sc., M.Phil., Ph.D., PGDCA.,

**Assistant Professors**

Dr. A. Sheik Abdullah, M.Sc., M.Phil., Ph.D.,

Dr. R. Abdul Saleem, M.Sc., M.Phil., Ph.D., B.Ed., PGDCA.,

Dr. M. Ravithammal, M.Sc., M.Phil., Ph.D.,

Mrs. N. Vanitha Jothy, M.Sc., M.Phil., PGDCA.,

**DEPARTMENT OF TAMIL**

**Assistant Professor & Head**

Dr. J. Haja Gani, M.A., Ph.D.,

**Assistant Professor**

Dr. S. Inqulab, M.A., Ph.D.,

**DEPARTMENT OF ENGLISH**

**Associate Professor & Head**

Dr. M. Mallika, M.A., M.Phil., Ph.D.,

**Assistant Professor**

Dr. H. Charulatha, M.A., M.Phil., Ph.D.,

**Assistant Professor – Management Staff**

Mr. D. Tamilarasan, M.A., M.Phil.,

**DEPARTMENT OF ARABIC & URDU**

**Assistant Professor**

Mr. S.K. Fareeth, M.A., (Arabic, NET)

**Assistant Professor :**

Mrs. A.M. Maswooda Taskeen, M.A., M.Phil., (Urdu)

**PHYSICAL EDUCATION**

Dr. C. Godwin Paul, M.P.Ed., Ph.D.,

Director of Physical Education

**LIBRARY**

Mr. Zakhi Muthafer, M.C.A., M.LIS

Librarian

**NCC OFFICER**

Lt. R.H. Abdul Haje, M.Com., M.Phil., M.B.A.,

**NSS PROGRAMME OFFICERS :**

Dr. P. Kalai Selvi, M.A., M.B.A., M.Phil., Ph.D.,

Mr. S.K. Fareeth, M.A.,

Dr. R. Abdul Saleem, M.Sc., M.Phil., Ph.D., B.Ed., PGDCA.,

Dr. S. Thouseaf, B.E., MBA., Ph.D.,

**IQAC**

Dr. M. Haj Meeral, M.Sc., M.Phil., Ph.D., PGDCA.,

Co-ordinator

**PLACEMENT OFFICERS**

Dr. M. Haj Meeral, M.Sc., M.Phil., Ph.D., PGDCA.,

Dr. S. Nafeesa, M.Com., M.Phil., M.B.A., Ph.D.,

Mr. S.K. Fareeth, M.A., (Arabic, NET)

Mr. R. Manikandan, MCA., M.Phil.,

Mr. Sheik Mohammed, M.Com., M.Phil.,

Mrs. D. Annie, M.A., M.Phil.,

**YOUTH RED CROSS**

Dr. R. Ravi, M.B.A., M.Com., M.Phil., M.A., M.Phil., Ph.D.,

Programme Officer

**MINISTERIAL STAFF**

|   |                             |
|---|-----------------------------|
| Mr. A. Mazhar Khan, M.Com., M.Phil.,        | -Assistant                  |
| Mr. J. H. Jamal Abdul Saleem, M.Com., DCA., | -Junior Assistant(SG)       |
| Mr. G. Abdul Salam, M.Sc., M.Phil.,         | -Junior Assistant           |
| Mrs. S. Padmavathy, MBA., M.Com.,           | -Junior Assistant           |
| Mr. S. Jahirudeen, MLIS., M.Phil.,          | -Typist (SG)                |
| Mrs. J. Taj Saidammal, B.Sc.,               | -Typist                     |
| Mr. M.A. Siraj Ahmed, B.A. ,                | -Record Clerk               |
| Mrs. M. Padmavathi, B.Com.,                 | -Record Clerk               |
| Mr. C. Arun Shanker, M.A.,                  | -Record Clerk               |
| Mr. R.I. Akbar Basha                        | -Office Assistant (Spl. Gr) |
| Mr. G. Govindan                             | -Office Assistant           |
| Mr. A.K. Haj Mohamed, B.A.,                 | -Office Assistant           |
| Mr. S. Palani                               | -Sweeper (Spl. Gr)          |
| Mr. M. Abdulla Basha                        | -Waterman (SG)              |
| Office Assistant - Vacant – 1               |                             |
| Gardener - Vacant – 1                       |                             |
| Watchman - Vacant – 2                       |                             |
| Scavenger - Vacant – 1                      |                             |
| Sweeper - Vacant – 1                        |                             |
| <b>Management Staff</b>                     |                             |
| Mr. Vijaya Kumar, BBA.,                     | -Office Assistant           |
| Mrs. Athima                                 | -Sweeper                    |

**COLLEGE COUNCIL**

|   |                    |
|---|--------------------|
| <b>Dr. A. Rafi</b>                                  | <b>- DIRECTOR</b>  |
| <b>Principal</b>                                    | <b>- PRESIDENT</b> |
| <b>H O D, Department of Commerce</b>                | <b>- MEMBER</b>    |
| <b>H O D, Department of Co-operation</b>            | <b>- MEMBER</b>    |
| <b>H O D, Department of Mathematics</b>             | <b>- MEMBER</b>    |
| <b>H O D, Department of Corporate Secretaryship</b> | <b>- MEMBER</b>    |
| <b>Admin Manager</b>                                | <b>- MEMBER</b>    |
| <b>Superintendent</b>                               | <b>- MEMBER</b>    |
| <b>Special invitee as desired by the Principal</b>  |                    |



## B.Com., Co-operation (2019 - 2020)

| First semester |  |                         |        |             |     |      |       |
|----------------|--|-------------------------|--------|-------------|-----|------|-------|
| S.No.          | Subject  | Code                    | Hrs/Wk | Cred-<br>it | CIA | Ext. | Total |
| 1              | Tamil-I<br>Arabic-I<br>Urdu - I                                | CLA1L<br>CLH1E<br>CLF1A | 6      | 3           | 25  | 75   | 100   |
| 2              | English -I   | CLZ1L                   | 4      | 3           | 25  | 75   | 100   |
| 3              | Theory and Development of<br>Co-operation                      | BXA1A                   | 5      | 4           | 25  | 75   | 100   |
| 4              | Business Organization  | BXA1B                   | 5      | 4           | 25  | 75   | 100   |
| 5              | Economics Analysis   | BXB1A                   | 6      | 5           | 25  | 75   | 100   |
| 6              | Fundamentals of Advertisement<br>Advanced Tamil<br>Basic Tamil | BXN1D<br>TLT1C<br>NLT1C | 2      | 2           | 25  | 75   | 100   |
| 7              | Essentials of Language and<br>Communication – Level - I        | TSSEA                   | 2      | 2           | 50  | 50   | 100   |

| Second semester |  |                         |        |        |     |      |       |
|-----------------|--|-------------------------|--------|--------|-----|------|-------|
| S.No.           | Subject  | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1               | Tamil-II<br>Arabic-II<br>Urdu - II                         | CLA2H<br>CLH2G<br>CLF2B | 6      | 3      | 25  | 75   | 100   |
| 2               | English -II  | CLZ2L                   | 4      | 3      | 25  | 75   | 100   |
| 3               | Co-operative Finance and<br>Banking                        | BXA2A                   | 5      | 4      | 25  | 75   | 100   |
| 4               | General and Co-operative<br>Accounts                       | BXA2B                   | 5      | 4      | 25  | 75   | 100   |
| 5               | Rural Development in India                                 | BXB2A                   | 6      | 5      | 25  | 75   | 100   |
| 6               | Salesmanship<br>Advanced Tamil<br>Basic Tamil              | BXN2A<br>TLT2D<br>NLT2D | 2      | 2      | 25  | 75   | 100   |
| 7               | Essential of Spoken and<br>Presentation Skills – Level - I | TSSEC                   | 2      | 2      | 50  | 50   | 100   |

| Third semester |  |                         |        |        |     |      |       |
|----------------|--|-------------------------|--------|--------|-----|------|-------|
| S.No.          | Subject  | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Tamil-III<br>Arabic - III<br>Urdu - III        | CLA3M<br>CLH3H<br>CLF3C | 6      | 3      | 25  | 75   | 100   |
| 2              | English -III                                   | CLZ3P                   | 6      | 3      | 25  | 75   | 100   |
| 3              | Producers Co-operatives                        | BXA3A                   | 6      | 4      | 25  | 75   | 100   |
| 4              | Management Accounting for<br>Co-operatives     | BXA3B                   | 5      | 4      | 25  | 75   | 100   |
| 5              | Elements of Statistics and<br>Research Methods | BXB3A                   | 5      | 5      | 25  | 75   | 100   |
| 6              | Personality Enrichment<br>-Level I             | TSSEG                   | 2      | 2      | 50  | 50   | 100   |

| Forth Semester |   |                         |        |        |     |      |       |
|----------------|---|-------------------------|--------|--------|-----|------|-------|
| S.No.          | Subject                                   | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Tamil-IV<br>Arabic - IV<br>Urdu - IV      | CLA4K<br>CLH4J<br>CLF2D | 6      | 3      | 25  | 75   | 100   |
| 2              | English -IV                               | CLZ4R                   | 6      | 3      | 25  | 75   | 100   |
| 3              | Trading and Services<br>Co-operatives     | BXA4A                   | 5      | 4      | 25  | 75   | 100   |
| 4              | Principles of Management                  | BXA4B                   | 5      | 4      | 25  | 75   | 100   |
| 5              | Computer Applications to<br>Co-operatives | BXB4A                   | 5      | 5      | 25  | 75   | 100   |
| 6              | Environmental Studies                     | ENV4B                   | 2      | 3      | 25  | 75   |       |
| 7              | Computing Skills – Level - I              | TSSE1                   | 1      | 2      | 50  | 50   | 100   |

| Fifth Semester |   |       |        |        |     |      |       |
|----------------|---|-------|--------|--------|-----|------|-------|
| S.No.          | Subject   | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | General and Co-operative Audit                    | BXA5A | 6      | 4      | 25  | 75   | 100   |
| 2              | Co-operative Law                                  | BXA5B | 6      | 5      | 25  | 75   | 100   |
| 3              | Banking Theory, Law and practice                  | BXA5C | 6      | 4      | 25  | 75   | 100   |
| 4              | Co-operative Management and Administration        | BXA5D | 5      | 4      | 25  | 75   | 100   |
| 5              | Practical Training – Phase –I (Institution Visit) | BXA5I | 5      | 4      | 25  | 75   | 100   |
| 6              | Value Education                                   | VAE5Q | 2      | 2      | 25  | 75   | 100   |

| Sixth semester |   |       |        |        |     |      |       |
|----------------|---|-------|--------|--------|-----|------|-------|
| S.No.          | Subject   | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Business Laws for Co-operatives                                       | BXA6A | 6      | 4      | 25  | 75   | 100   |
| 2              | Principles of Marketing   | BXA6B | 6      | 4      | 25  | 75   | 100   |
| 3              | Co-operative Entrepreneurship Development                             | BXA6C | 6      | 4      | 25  | 75   | 100   |
| 4              | Co-operative Business Communication and Management Information System | BXA6D | 6      | 4      | 25  | 75   | 100   |
| 5              | Practical Training – Phase-II (Internship Training)                   | BXA6Q | 6      | 5      | 25  | 75   | 100   |
| 6              | Extension Activities  | CES6Q | -      | 1      | -   | -    | -     |

## B.Com., Corporate Secretaryship (2019 - 2020)

| First semester |  |                         |        |        |     |      |       |
|----------------|--|-------------------------|--------|--------|-----|------|-------|
| S.No.          | Subject  | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Tamil-I<br>Arabic-I<br>Urdu – I                              | CLA1L<br>CLH1E<br>CLF1A | 6      | 3      | 25  | 75   | 100   |
| 2              | English -I   | CLZ1L                   | 4      | 3      | 25  | 75   | 100   |
| 3              | Financial Accounting   | CYA1A                   | 5      | 4      | 25  | 75   | 100   |
| 4              | Company Law and Secretarial Practice – I                     | CYA1B                   | 5      | 4      | 25  | 75   | 100   |
| 5              | Marketing  | CYB1B                   | 6      | 5      | 25  | 75   | 100   |
| 6              | Fundamentals of Company Law<br>Advanced Tamil<br>Basic Tamil | BYN1B<br>TLT1C<br>NLT1C | 2      | 2      | 25  | 75   | 100   |
| 7              | Essentials of Language and Communication – Level - I         | TSSEA                   | 2      | 2      | 50  | 50   | 100   |

| Second semester |   |                         |        |        |     |      |       |
|-----------------|---|-------------------------|--------|--------|-----|------|-------|
| S.No.           | Subject   | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1               | Tamil-II<br>Arabic-II<br>Urdu – II                      | CLA2H<br>CLH2G<br>CLF2B | 6      | 3      | 25  | 75   | 100   |
| 2               | English -II   | CLZ2L                   | 4      | 3      | 25  | 75   | 100   |
| 3               | Advanced Financial Accounting                           | CYA2A                   | 5      | 4      | 25  | 75   | 100   |
| 4               | Human Resource Management                               | CYA2B                   | 5      | 4      | 25  | 75   | 100   |
| 5               | Business Communication                                  | CYB2B                   | 6      | 5      | 25  | 75   | 100   |
| 6               | Every day Banking<br>Advanced Tamil<br>Basic Tamil      | TLT2D<br>NLT2D          | 2      | 2      | 25  | 75   | 100   |
| 7               | Essential of Spoken and Presentation Skills – Level - I | TSSEC                   | 2      | 2      | 50  | 50   | 100   |

| Third semester |   |                         |        |        |     |      |       |
|----------------|---|-------------------------|--------|--------|-----|------|-------|
| S.No.          | Subject                                   | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Tamil-III<br>Arabic - III<br>Urdu - III   | CLA3M<br>CLH3H<br>CLF3C | 6      | 3      | 25  | 75   | 100   |
| 2              | English -III                              | CLZ3P                   | 6      | 3      | 25  | 75   | 100   |
| 3              | Corporate Accounting – I                  | CYA3A                   | 5      | 4      | 25  | 75   | 100   |
| 4              | Company Law and Secre-<br>tarial Practice | CYA3B                   | 5      | 4      | 25  | 75   | 100   |
| 5              | Statistics - I                            | CYB3A                   | 6      | 5      | 25  | 75   | 100   |
| 6              | Personality Enrichment<br>-Level I        | TSSEG                   | 2      | 2      | 50  | 50   | 100   |

| Forth Semester |                                      |                         |        |        |     |      |       |
|----------------|--------------------------------------|-------------------------|--------|--------|-----|------|-------|
| S.No.          | Subject                              | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Tamil-IV<br>Arabic - IV<br>Urdu - IV | CLA4K<br>CLH4J<br>CLF4D | 6      | 3      | 25  | 75   | 100   |
| 2              | English -IV                          | CLZ4R                   | 6      | 3      | 25  | 75   | 100   |
| 3              | Corporate Accounting – II            | CYA4A                   | 5      | 5      | 25  | 75   | 100   |
| 4              | Business Management                  | CYA4B                   | 5      | 5      | 25  | 75   | 100   |
| 5              | Statistics - II                      | CYB4A                   | 5      | 5      | 25  | 75   | 100   |
| 6              | Environmental Studies                | ENV4B                   | 2      | 3      | 25  | 75   |       |
| 7              | Computing Skills – Level<br>- I      | TSSE1                   | 2      | 2      | 50  | 50   | 100   |

| Fifth Semester |  |       |        |        |     |      |       |
|----------------|--|-------|--------|--------|-----|------|-------|
| S.No.          | Subject                                | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Management Accounting                  | CYA5A | 6      | 4      | 25  | 75   | 100   |
| 2              | Securities Laws & Market<br>Operations | CYA5B | 6      | 5      | 25  | 75   | 100   |
| 3              | Income Tax Law & Practice<br>– I       | CYA5C | 6      | 4      | 25  | 75   | 100   |
| 4              | Commercial Law                         | CYA5D | 5      | 4      | 25  | 75   | 100   |
| 5              | Entrepreneurial Development            | CYE5A | 5      | 5      | 25  | 75   | 100   |
| 6              | Value Education                        | VAE5Q | 2      | 2      | 25  | 75   | 100   |

| Sixth semester |  |       |        |        |     |      |       |
|----------------|--|-------|--------|--------|-----|------|-------|
| S.No.          | Subject                                  | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Cost Accounting                          | CYA6A | 6      | 4      | 25  | 75   | 100   |
| 2              | Industrial Laws                          | CYA6B | 6      | 4      | 25  | 75   | 100   |
| 3              | Income Tax Law & Practice<br>– II        | CYA6C | 6      | 4      | 25  | 75   | 100   |
| 4              | Goods & Service Tax and<br>Customers Law |       | 6      | 4      | 25  | 75   | 100   |
| 5              | Institutional Training<br>(Project)      | CYE6Q | 6      | 5      | 25  | 75   | 100   |
| 6              | Extension Activities                     | CES6Q | -      | 1      | -   | -    | -     |

## B.Sc., Mathematics

### (2019 - 2020)

| First semester |   |                         |        |        |     |      |       |
|----------------|---|-------------------------|--------|--------|-----|------|-------|
| S.No.          | Subject   | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Tamil-I<br>Arabic-I<br>Urdu - I                           | CLA1L<br>CLH1E<br>CLF1A | 6      | 3      | 25  | 75   | 100   |
| 2              | English -I  | CLZ1L                   | 4      | 3      | 25  | 75   | 100   |
| 3              | Algebra   | TAM1A                   | 5      | 4      | 25  | 75   | 100   |
| 4              | Trigonometry  | TAM1B                   | 6      | 4      | 25  | 75   | 100   |
| 5              | Calculus of Finite Differences And Numerical Analysis - I | SBAME                   | 5      | 5      | 25  | 75   | 100   |
| 6              | Functional Mathematics-I<br>Advanced Tamil<br>Basic Tamil | SNM1A<br>TLT1C<br>NLT1C | 2      | 2      | 25  | 75   | 100   |
| 7              | Essentials of Language and Communication - Level - I      | TSSEA                   | 2      | 2      | 50  | 50   | 100   |

| Second semester |  |                         |        |        |     |      |       |
|-----------------|--|-------------------------|--------|--------|-----|------|-------|
| S.No.           | Subject  | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1               | Tamil-II<br>Arabic-II<br>Urdu - II                           | CLA2H<br>CLH2G<br>CLF2B | 6      | 3      | 25  | 75   | 100   |
| 2               | English -II  | CLZ2L                   | 4      | 3      | 25  | 75   | 100   |
| 3               | Differential Calculus  | TAM2A                   | 5      | 4      | 25  | 75   | 100   |
| 4               | Analytical Geometry  | TAM2B                   | 6      | 4      | 25  | 75   | 100   |
| 5               | Calculus of Finite Differences and Numerical Analysis - II   | SBAMG                   | 5      | 5      | 25  | 75   | 100   |
| 6               | Functional Mathematics - II<br>Advanced Tamil<br>Basic Tamil | SNM2E<br>TLT2D<br>NLT2D | 2      | 2      | 25  | 75   | 100   |
| 7               | Essential of Spoken and Presentation Skills - Level - I      | TSSEC                   | 2      | 2      | 50  | 50   | 100   |

| Third semester |   |                         |        |        |     |      |       |
|----------------|---|-------------------------|--------|--------|-----|------|-------|
| S.No.          | Subject                                 | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Tamil-III<br>Arabic - III<br>Urdu - III | CLA3M<br>CLH3H<br>CLF3C | 6      | 3      | 25  | 75   | 100   |
| 2              | English -III                            | CLZ3P                   | 6      | 3      | 25  | 75   | 100   |
| 3              | Integral Calculus                       | TAM3A                   | 5      | 4      | 25  | 75   | 100   |
| 4              | Differential Equations                  | TAM3B                   | 5      | 4      | 25  | 75   | 100   |
| 5              | Mathematical Statistics - I             | SBAOA                   | 6      | 5      | 25  | 75   | 100   |
| 6              | Personality Enrichment -Level I         | TSSEG                   | 2      | 3      | 50  | 50   | 100   |

| Forth Semester |                                      |                         |        |        |     |      |       |
|----------------|--------------------------------------|-------------------------|--------|--------|-----|------|-------|
| S.No.          | Subject                              | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Tamil-IV<br>Arabic - IV<br>Urdu - IV | CLA4K<br>CLH4J<br>CLF4D | 6      | 3      | 25  | 75   | 100   |
| 2              | English -IV                          | CLZ4R                   | 6      | 3      | 25  | 75   | 100   |
| 3              | Transform Techniques                 | TAM4A                   | 5      | 4      | 25  | 75   | 100   |
| 4              | Statics                              | TAM4B                   | 5      | 4      | 25  | 75   | 100   |
| 5              | Mathematical Statistics - II         | SBAOB                   | 4      | 3      | 25  | 75   | 100   |
| 6              | Mathematical Statistics Practical    | SBA01                   | 1      | 2      | 50  | 50   | 100   |
| 7              | Environmental Studies                | ENV4B                   | 2      | 2      | 25  | 75   | 100   |
| 8              | Computing Skills - Level - I         | TSSE1                   | 1      | 3      | 50  | 50   | 100   |

| Fifth Semester |   |       |        |        |     |      |       |
|----------------|---|-------|--------|--------|-----|------|-------|
| S.No.          | Subject   | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Algebraic Structures                                    | TAM5A | 5      | 4      | 25  | 75   | 100   |
| 2              | Real Analysis – I                                       | TAM5B | 6      | 4      | 25  | 75   | 100   |
| 3              | Dynamics  | TAM5C | 6      | 4      | 25  | 75   | 100   |
| 4              | Discrete Mathematics                                    | TAM5D | 5      | 4      | 25  | 75   | 100   |
| 5              | Programming Language “C”                                | TEM5A | 4      | 2      | 25  | 75   | 100   |
| 6              | Programming Language “C”<br>with Mathematical Practical | TEM51 | 2      | 2      | 40  | 60   | 100   |
| 7              | Value Education   | VAE5Q | 2      | 2      | 25  | 75   | 100   |

| Sixth semester |                      |       |        |        |     |      |       |
|----------------|----------------------|-------|--------|--------|-----|------|-------|
| S.No.          | Subject              | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Linear Algebra       | TAM6A | 6      | 4      | 25  | 75   | 100   |
| 2              | Real Analysis – II   | TAM6B | 6      | 4      | 25  | 75   | 100   |
| 3              | Complex Analysis     | TAM6C | 6      | 4      | 25  | 75   | 100   |
| 4              | Graph Theory         | TEM6B | 6      | 5      | 25  | 75   | 100   |
| 5              | Operations Research  | TEM6C | 6      | 5      | 25  | 75   | 100   |
| 6              | Extension Activities | CES6Q | -      | 1      | -   | -    | -     |

## B.Com General (2019 - 2020)

| First semester |   |                         |        |        |     |      |       |
|----------------|---|-------------------------|--------|--------|-----|------|-------|
| S.No.          | Subject   | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Tamil-I<br>Arabic-I<br>Urdu – I                             | CLA1L<br>CLH1E<br>CLF1A | 6      | 3      | 25  | 75   | 100   |
| 2              | English -I  | CLZ1K                   | 4      | 3      | 25  | 75   | 100   |
| 3              | Financial Accounting  | CPZ1A                   | 5      | 4      | 25  | 75   | 100   |
| 4              | Business Communication                                      | CPZ1B                   | 5      | 4      | 25  | 75   | 100   |
| 5              | Business Economics  | CDZ1A                   | 6      | 5      | 25  | 75   | 100   |
| 6              | Basics of Retail Marketing<br>Advanced Tamil<br>Basic Tamil | CNE1B<br>TLT1C<br>NLT1C | 2      | 2      | 25  | 75   | 100   |
| 7              | Essentials of Language and<br>Communication – Level - I     | TSSEA                   | 2      | 3      | 50  | 50   | 100   |

| Second semester |   |                         |        |        |     |      |       |
|-----------------|---|-------------------------|--------|--------|-----|------|-------|
| S.No.           | Subject   | Code                    | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1               | Tamil-II<br>Arabic-II<br>Urdu – II                            | CLA2H<br>CLH2G<br>CLF2B | 6      | 3      | 25  | 75   | 100   |
| 2               | English -II   | CLZ2K                   | 4      | 3      | 25  | 75   | 100   |
| 3               | Advanced Financial<br>Accounting                              | CPZ2A                   | 5      | 4      | 25  | 75   | 100   |
| 4               | Principles of Management                                      | CPZ2B                   | 5      | 4      | 25  | 75   | 100   |
| 5               | Indian Economy  | CDZ2A                   | 6      | 5      | 25  | 75   | 100   |
| 6               | Basics of Business Insurance<br>Advanced Tamil<br>Basic Tamil | CNE2B<br>TLT2D<br>NLT2D | 2      | 2      | 25  | 75   | 100   |
| 7               | Essential of Spoken and<br>Presentation Skills –<br>Level - I | TSSEC                   | 2      | 2      | 50  | 50   | 100   |

| Third semester |                                 |       |        |        |     |      |       |
|----------------|---------------------------------|-------|--------|--------|-----|------|-------|
| S.No.          | Subject                         | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Corporate Accounting            | CPZ3A | 6      | 4      | 25  | 75   | 100   |
| 2              | Business Laws                   | CPZ3B | 5      | 4      | 25  | 75   | 100   |
| 3              | Banking Theory Law and Practice | CPZ3C | 5      | 4      | 25  | 75   | 100   |
| 4              | Marketing                       | CPZ3D | 6      | 4      | 25  | 75   | 100   |
| 5              | Rural Economics                 | CDZ3B | 6      | 4      | 25  | 75   | 100   |
| 6              | Personality Enrichment –Level I | TSSEG | 2      | 3      | 50  | 50   | 100   |

| Forth Semester |                               |       |        |        |     |      |       |
|----------------|-------------------------------|-------|--------|--------|-----|------|-------|
| S.No.          | Subject                       | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Advanced Corporate Accounting | CPZ4A | 6      | 4      | 25  | 75   | 100   |
| 2              | Company Law                   | CPZ4B | 6      | 4      | 25  | 75   | 100   |
| 3              | Financial Services            | CPZ4C | 5      | 4      | 25  | 75   | 100   |
| 4              | Indirect Taxation             | CPZ4E | 5      | 4      | 25  | 75   | 100   |
| 5              | International Economics       | CDZ4B | 5      | 4      | 25  | 75   | 100   |
| 6              | Environmental Studies         | ENV4B | 2      | 2      | 25  | 75   | 100   |
| 7              | Computing Skills – Level - I  | TSSE1 | 1      | 3      | 50  | 50   | 100   |

| Fifth Semester |                                |       |        |        |     |      |       |
|----------------|--------------------------------|-------|--------|--------|-----|------|-------|
| S.No.          | Subject                        | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Elements of Cost Accounting    | CPZ5A | 6      | 4      | 25  | 75   | 100   |
| 2              | Practical Auditing             | CPZ5B | 5      | 5      | 25  | 75   | 100   |
| 3              | Entrepreneurial Development    | CPZ5C | 6      | 4      | 25  | 75   | 100   |
| 4              | Financial Management           | CPZ5D | 5      | 4      | 25  | 75   | 100   |
| 5              | Income Tax Law and Practice- I | CVZ5A | 6      | 5      | 25  | 75   | 100   |
| 6              | Value Education                | VAE5Q | 2      | 2      | 25  | 75   | 100   |

| Sixth semester |                                |       |        |        |     |      |       |
|----------------|--------------------------------|-------|--------|--------|-----|------|-------|
| S.No.          | Subject                        | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Advanced Cost Accounting       | CPZ6A | 6      | 4      | 25  | 75   | 100   |
| 2              | Management Accounting          | CPZ6B | 6      | 4      | 25  | 75   | 100   |
| 3              | Business Environment           | CPZ6C | 6      | 4      | 25  | 75   | 100   |
| 4              | Income Tax Law and Practice-II | CVZ6A | 6      | 5      | 25  | 75   | 100   |
| 5              | Human Resource Management      | CVZ6B | 6      | 5      | 25  | 75   | 100   |
| 6              | Extension Activities           | CES6Q | -      | 1      | -   | -    | -     |

## M.Com (2019 - 2020)

| First semester |  |       |        |        |     |      |       |
|----------------|--|-------|--------|--------|-----|------|-------|
| S.No.          | Subject  | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Financial Management                                   | KDA1B | 6      | 4      | 25  | 75   | 100   |
| 2              | Organizational Behaviour                               | KDA1C | 6      | 4      | 25  | 75   | 100   |
| 3              | Advanced Corporate Accounting and Accounting Standards | KDA1E | 6      | 4      | 25  | 75   | 100   |
| 4              | Managerial Economics                                   | KDA1G | 6      | 4      | 25  | 75   | 100   |
| 5              | Accounting for Specialized Institutions                | KDAEA | 6      | 3      | 25  | 75   | 100   |
| 6              | Language and Communication                             | PSSEA | -      | 2      | 40  | 60   | 100   |

| Second semester |  |       |        |        |     |      |       |
|-----------------|--|-------|--------|--------|-----|------|-------|
| S.No.           | Subject  | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1               | Advanced Cost and Management Accounting        | KDA2A | 6      | 4      | 25  | 75   | 100   |
| 2               | Quantitative Techniques for Business Decisions | KDA2B | 6      | 4      | 25  | 75   | 100   |
| 3               | Marketing of Services                          | KDA2C | 6      | 4      | 25  | 75   | 100   |
| 4               | Income Tax Law and Practice                    | KDAEB | 6      | 3      | 25  | 75   | 100   |
| 5               | Total Quality Management                       | KDAXA | 6      | 3      | 25  | 75   | 100   |
| 6               | Spoken and Presentation Skills                 | PSSEB | -      | 2      | 40  | 60   | 100   |

| Third semester |   |       |        |        |     |      |       |
|----------------|---|-------|--------|--------|-----|------|-------|
| S.No.          | Subject   | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Fundamentals of Information Technology                          | KDA31 | 5      | 4      | 25  | 75   | 100   |
| 2              | Research Methodology  | KDA3A | 5      | 4      | 25  | 75   | 100   |
| 3              | Knowledge Management  | KDA3B | 5      | 4      | 25  | 75   | 100   |
| 4              | Accounting for Decision Making                                  | KDAAC | 5      | 3      | 25  | 75   | 100   |
| 5              | Indirect Taxes  | KDAAD | 5      | 3      | 25  | 75   | 100   |
| 6              | Business Ethics, Corporate Governance and Social Responsibility | KDAXB | 5      | 3      | 25  | 75   | 100   |
| 7              | Life and Managerial Skills                                      | PSSEC | -      | 2      | 40  | 60   | 100   |
| 8              | Internship  | PSSEQ | -      | 2      |     |      |       |

| Forth semester |  |       |        |        |     |      |       |
|----------------|--|-------|--------|--------|-----|------|-------|
| S.No.          | Subject                                    | Code  | Hrs/Wk | Credit | CIA | Ext. | Total |
| 1              | Management Information Systems             | KDA4A | 6      | 4      | 25  | 75   | 100   |
| 2              | Securities Analysis & Portfolio Management | KDA4G | 6      | 4      | 25  | 75   | 100   |
| 3              | Merchant banking and Financial Services    | KDA4C | 6      | 4      | 25  | 75   | 100   |
| 4              | Project - Viva Voce                        | KDA4Q | 6      | 8      | 25  | 75   | 100   |
| 5              | Computerised Accounting                    | KDAA1 | 6      | 3      | 25  | 75   | 100   |
| 6              | Computing Skills                           | PSSED | -      | 2      | 40  | 60   | 100   |

**Question Paper Pattern****SECTION - A (30 WORDS)**

|              |              |   |          |
|--------------|--------------|---|----------|
| 10 out of 12 | 10 x 2 marks | = | 20 marks |
|--------------|--------------|---|----------|

**SECTION - B (200 words)**

|            |            |   |          |
|------------|------------|---|----------|
| 5 out of 7 | 5 x5 marks | = | 25 marks |
|------------|------------|---|----------|

**SECTION - C (500 words)**

|            |              |   |          |
|------------|--------------|---|----------|
| 3 out of 5 | 3 x 10 marks | = | 30 marks |
|------------|--------------|---|----------|

|              |  |   |                 |
|--------------|--|---|-----------------|
| <b>Total</b> |  | = | <b>75 marks</b> |
|--------------|--|---|-----------------|

**INTERNAL MARKS**

|                    |  |   |          |
|--------------------|--|---|----------|
| Tests (2 out of 3) |  | = | 10 marks |
|--------------------|--|---|----------|

|             |  |   |          |
|-------------|--|---|----------|
| Attendance* |  | = | 05 marks |
|-------------|--|---|----------|

|          |  |   |          |
|----------|--|---|----------|
| Seminars |  | = | 05 marks |
|----------|--|---|----------|

|             |  |   |          |
|-------------|--|---|----------|
| Assignments |  | = | 05 marks |
|-------------|--|---|----------|

|              |  |   |                 |
|--------------|--|---|-----------------|
| <b>Total</b> |  | = | <b>25 marks</b> |
|--------------|--|---|-----------------|

**\*Break-up Details for Attendance**

|           |   |          |
|-----------|---|----------|
| Below 60% | = | No marks |
|-----------|---|----------|

|             |   |         |
|-------------|---|---------|
| 61 % to 75% | = | 3 marks |
|-------------|---|---------|

|           |   |        |
|-----------|---|--------|
| 76 to 90% | = | 4marks |
|-----------|---|--------|

|           |   |         |
|-----------|---|---------|
| above 91% | = | 5 marks |
|-----------|---|---------|

The Committee recommends that the college, over and above the minimum credits of 140 can offer Add-on Course to the students in various disciplines to enhance their employability. It is optional and not compulsory.

**COLLEGE FEES**

|  |     |
|--|-----|
| <b>1. Tuition Fee per Semester (2 Semesters in a year)</b> | Rs. |
| B.Com., (Co-operation), B.Com., (Corporate Secretaryship)  | -   |
| B.Sc., Mathematics and B.Com., (General)                   | -   |
| M.Com., (Commerce)   | 375 |

**2. Special Fee per annum**

|   |  |     |
|---|--|-----|
| a) Library                                    |  |     |
| Under Graduate                                |  | 30  |
| Post Graduate                                 |  | 100 |
| b) Games                                      |  | 100 |
| c) Magazine                                   |  | 20  |
| d) Stationery                                 |  | 50  |
| e) Calendar, Identity Card and Library ticket |  | 20  |
| f) Reading Room                               |  | 10  |
| g) College Union                              |  | 25  |
| h) College Day                                |  | 15  |

**3. In addition to the above, the following fees are to be paid on admission**

|   |    |
|---|----|
| a) Admission Fee                                | 15 |
| b) Medical Examination Fee Payable to Physician | 5  |

**c) Payable to University of Madras**

|   |        |
|---|--------|
| i) Matriculation fee payable to the University          | 30     |
| ii) Recognition fee payable to the University           |        |
| a) In respect of students of TNHSC                      | 100    |
| b) Students of CBSE                                     | 200    |
| c) Foreign Students                                     |        |
| For Under Graduate Course                               | 5,000  |
| For Post Graduate Course                                | 12,500 |
| For Processing fees (UG & PG)                           | 2,500  |
| d) Registration Fee payable to the University of Madras |        |
| For under Graduate Course                               | 80     |
| For Post Graduate Course                                | 100    |
| e) i. Sports fee (UG)                                   | 60     |
| ii. Sports fee (PG)                                     | 40     |
| f) Library fee (UG)                                     | 60     |
| Library fee (PG)  | 40     |
| g) Development of Infrastructural facilities            | 30     |
| h) Youth Cultural and Festivals                         | 30     |
| I) TNHSC Verification fee for each statement of marks   | 50     |
| J) National Service Scheme                              | 10     |
| k) Flag Day   | 5      |
| l) Youth Red Cross Society                              | 10     |
| m) Students Safety insurance                            | 15     |

**Fees : Subject to Revision****Note : Keep the College Fee Receipts (Student's copy) till the completion of the Course**



**Add on Course - Career Oriented Course in  
'Web Designing'  
Approved by University of Madras and  
supported by UGC**

Web designing as a career offers a gold-mine of opportunities with limited skills and minimum financial investment. We offer the Career Oriented Course "Web Designing" in three levels, for the students of B.Com (Gen), B.Com (Corporate), B.Com(Cooperation) and B.Sc. Mathematics.

1. Certificate Course in Web Designing : First year students are eligible to join.
2. Diploma course in Web Designing : Second year students who have completed the first level are eligible.
3. Advance Diploma course in Web Designing : Third year students who have completed the first two levels are eligible.

**(For Application form and other details contact College Office)**

**COLLEGE RULES & REGULATIONS**

Tuition fee and special fee shall be paid within 15 days from the re-opening of the college for each term. A fine of Rs.5/- per week will be collected for payment of fee after 15 days. If the fees are not paid within 2 months after the re-opening of the college, the name of the students will be removed from the rolls. If readmitted he/she shall pay a readmission fee of Rs.15/-in addition to the fees and fines.

Fee once paid will not be refunded on any account.

If a student leaves the college at the beginning of the year or later during the course he/she shall pay the fees due for the course as per rules before transfer and other certificates are issued.

**DRESS, BEHAVIOUR AND DISCIPLINE**

1. Every Student shall wear a clean and decent dress.
2. T-Shirts & Jeans are not allowed.
3. As a mark of culture and courtesy, students will greet the members of the college staff on their first meeting during the day.
4. Gathering in groups at entrance, exits, pathways and gates is strictly forbidden.
5. Students should observe strict silence irrespective of the presence or absence of a Professor.
6. While a Professor enters the Class, the Students should rise and remain standing till he/she takes his/her seat or desires them to be seated.
7. No student shall leave the class room without the permission of the Professor.
8. Students will not be permitted to leave the class, or attend it late under the pretext of paying fee or taking books from the library.
9. Any student who damages any furniture or any other article even inadvertently shall pay the cost of the article together with such penalty as may be imposed by the Principal.
10. Students shall move from one class room to the other in an orderly and disciplined manner with a view to avoid disturbance to the classes. Students are required not to use the corridors except when moving at the beginning of a period from one class to the other and after interval.
11. Any disfigurement or damage done to the college premises and furniture (such as writing on the walls, breaking window panes, etc.,) shall entail severe punishment. The cost of damaged article shall in all cases be recovered.
12. Smoking in the college premises is strictly prohibited.
13. No Subscription shall be collected by anyone for any purpose within the college premises.
14. Students are forbidden from taking part in party or communal politics (vide Madras Educational Rule 94)
15. The attention of students is invited to the following Government Order :  
(G.O.Ms.479, Education, 20th March 1984)

**"The Government directs that Educational concessions granted under Rule 92 of the Madras Educational Rules to be cancelled in respect of pupils who resort to or participate in strikes etc."**

### CODE OF CONDUCT FOR WOMEN STUDENTS

1. The women students shall wear churidhar with dupatta. The dress must be worn properly and decently.
2. They shall occupy the front row benches in the class room. During free hours, they are expected to be in their rest rooms allotted for them.
3. Girls should not wear Leggings, Short Tops and Net Dupattas.
4. The students who are desirous of leaving the college before time or remain after the college hour shall obtain permission from the Head of the Department or Principal.
5. Disciplinary student can join in NSS, NCC & YRC of the college.
6. They may take part in the following games : A) Tennikoit B) Table Tennis C) Shuttle Cock D) Ball Badminton E) Carom and F) Chess.
7. They may join the Rotract Club of the college campus.

### TAMILNADU PROHIBITION OF RAGGING ACT,1997.

Ragging is strictly prohibited. Any violation will attract penal action under Section 4 :

Whoever commits, directly or indirectly participates in, abets or propagates ragging within or outside the educational institution shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to Rs. 10,000/- ( Rupees Ten Thousand Only)

Section 5 :

Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such students shall not be admitted in any other educational institution.

Therefore, students found ragging will be booked under section 4 & 5 and warned not to indulge in such crimes.

### ANTI RAGGING COMMITTEE AND SQUAD

Anti Ragging Committee and Anti Ragging squad is functioning in this College. The Anti Ragging Committee is constituted as per the directions of the UGC under the provisions of the "UGC regulations in curbing the Menace of Ragging in Higher Educational Institutions 2009". Contact details (Mobile No.) of the Anti Ragging Committee are prominently displayed in the college notice board and near the Principal's office. Students are advised to contact the Principal or any of the committee members and report instances of ragging immediately without any fear.

### PROHIBITION OF SMOKING AND SPITTING ACT-2002.

1. In exercise of the power conferred by section 10 of the Tamil Nadu prohibition of Smoking and Spitting Act 2002 (Tamil Nadu Act 4 of 2003) the Governor of Tamil Nadu hereby appoint the 14th day of May 2003 as the date on which the college Principal also shall be competent to act under the Act.
2. Therefore the students are strictly instructed not to spit in the class rooms, corridor and not to smoke in the college premises. Otherwise action will be taken against the erring students as per the government orders.

### IDENTITY CARD

An identity card will be issued to every student after his/her admission in to the college. Students should produce the ID card at the college office for the following purposes.

1. Scholarship
2. Railway Concession Certificate
3. Examination Hall Tickets.
4. Grade Certificate
5. Transfer Certificate and Conduct Certificate.

### LIBRARY AND READING ROOM

1. The library and the reading room will be kept open on all working days from 9.00 a.m. to 3.30 p.m.
2. No student shall retain a book of the library for more than a fortnight. The borrower can renew for another fortnight subject to the availability of the book.
3. No books will be retained by the borrower during semester holidays, All the books shall be returned on the day before the last working day of the academic year.
4. A fine of Rupees 2/- will be collected from the borrower if he/she fails to return the book on the due date.
5. The tickets shall be handled carefully and returned to the library at the end of the year. If the ticket is lost, a fine of Rs.5/- will be levied
6. While receiving the book, the borrower must satisfy himself/herself as to whether the book lent to him/her is in good condition and if not so he/she should bring the matter to the notice of the Librarian immediately. Any complaint later will not be entertained.
7. The Student borrowing a book from the Library shall be fully responsible for its safe custody. In the event of any loss or damage, he/she shall replace it with a new copy of the book or pay such compensation as decided by the Principal.
8. Library books, periodicals, the dailies etc. shall not be marked, written upon, scribbled or damaged.
9. UGC recognized e-resource journals are subscribed by the college. Students should make use of it.

### PHYSICAL EDUCATION

A well-equipped Gymnasium is functioning in the college from 6.00am to 8.00pm. Physical Director leave no stone unturned to sharpen overall cognitive abilities and motor skills of our students through athletics, exercise and various other physical activities. Students are given regular coaching in Cricket, Ball Badminton, Volley ball, Kabbadi, Kho-Kho etc. It imbibes in them a sense of team spirit.

### YRC

College Youth Red Cross is a voluntary humanitarian organization having around 400 students, providing relief in times of disasters/emergencies and promotes health & care of the vulnerable people and communities of the society. It inculcates civic responsibilities in our students and provides holistic development of individual personality. The College strongly believes that co-curricular activities complement academics for shaping an accomplished personality of the students.

### STUDENTS PLACEMENT CELL

The Placement Cell acts as a platform that bridges the various companies at the state and national level and the students of the College. The Cell aids in organizing campus recruitment drives across various sectors. It liaisons with the companies for internship opportunities for the students. In addition, counselling is offered to the students regarding placements. It also organizes leadership and training programmes regularly.

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

The IQAC monitors the quality parameters in the college and ensures that the vision and mission of the college are met and sustained. It aims to develop a system for cognizant, consistent and catalytic action to improve the academic and administrative performance of the institution.

### NATIONAL CADET CORPS

N.C.C.(Army) Wing was introduced in the College from the academic year 1984-85, under 13 (TN)Bn.N.C.C.Kilpauk, Chennai-10. Girl students are also enrolled in N.C.C. from 2004 onwards.

The enrolled cadets have to complete three years of training in N.C.C. compulsorily. The Cadets have to pay the cost of uniform, if discontinued within three years.

### MOTTO OF NCC “UNITY & DISCIPLINE”

#### AIMS

1. To Develop Character, comradeship, discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service amongst the youth of the country.
2. To create a human resource of organised, trained and motivated youth to provide leadership in all walks of life including the Armed forces and be always available for the service of the Nation.

### ELIGIBILITY FOR CERTIFICATE EXAMINATION

#### ‘B’ Certificate

1. Should have completed Two years of N.C.C. training.
2. Should have earned a minimum of 75% attendance in each year of NCC training.
3. Should have attended ONE CATC/NIC/TSC or equivalent.

#### ‘C’ Certificate

1. Should have completed Three years of N.C.C. training.
2. Should have passed ‘B’ certificate examination.
3. Should have earned a minimum of 75% of attendance in each year of N.C.C. training.
4. Should have attended two camps, minimum of one CATC and one equivalent to CATC.

### NATIONAL SERVICE SCHEME

The N.S.S. of this college was started in September 1978. Every year four hundred N.S.S. Volunteers are enrolled. The Volunteers are trained in five avenues of action-survey, analysis, planning, implementations and evolution. To claim a N.S.S. General certificate a Volunteer should complete a minimum of 120 hours of service. Apart from attendance, qualities like leadership, dedication, initiative and integrity will be taken into account.

### MOTTO OF NSS

The Motto of NSS ‘Not me But you’ reflects the essence of democratic living and upholds the need for selfless service. It helps the students’ to develop their personality through community service.

## **OBJECTIVES**

1. Understand the community in which they work.
2. Understand themselves in relation to their Community.
3. Identify the needs & Problems of the Community and involve them in problem Solving.
4. Develop among themselves a sense of social and civic responsibility.
5. Utilize their knowledge in finding practical solutions to individual and community problem.
6. Develop competence required for group giving and sharing of responsibility.
7. Gain skills in mobilizing community participation.
8. Acquire leadership qualities and democratic attitudes.
9. Develop capacity to meet emergencies and natural disasters
10. Practice national integration and social harmony.
- 11.

## **ISLAMIC STUDY CIRCLE**

The Islamic study Circle has been formed to disseminate knowledge of Islam. This is an academic and cultural body fostering Islamic knowledge. All Muslim Students and staff members are members of the Islamic study circle.

A separate section of books on Islam is maintained in the College library. The Islamic Study Circle invites learned men to deliver lectures in English, Tamil and Urdu on various aspects of Islam. It trains speakers to participate in oratorical contests and seminars on religious subjects conducted by various organisations of the city. It also conducts religious instruction classes periodically for the Muslim students. Non -Muslim students are also allowed if they choose to attend these classes.

## **MORAL INSTRUCTION CLASS FOR STUDENTS BELONGING TO OTHER FAITH AND RELIGION**

Every week Moral Instruction classes are organized for students belonging to other faith and religion by religious scholars.

## **COLLEGE MOSQUE**

All Muslim staff and students are expected to pray in the College Mosque situated within the campus at the stipulated timings. Every Muslim Student and staff is bound to participate in the Jumma Congregational prayers on all Fridays (After Noon Prayers).

No part of the college premises shall be converted into a place of private or public worship or a portrait gallery. No meeting other than that which is authorised by the Principal or the Correspondent shall be held either by Students or Staff within the college campus.

## **SCHOLARSHIPS**

The following Scholarships are offered.

1. Govt. of India - Post Matric Scholarship to Scheduled Caste and Scheduled Tribe students.
2. Post Matric Special Scholarship Scheme - (State) to SC/ST Converted to Christianity.
3. Post Matric scholarship to Most Backward class and Backward class communities including scholarship to First Graduate in the family.
4. Post Matric Scholarship for students belonging to the Minority Communities.
5. Scholarship under "The Tamilnadu Agricultural Labourers - Farmers (Social Security Welfare) Scheme 2006"
6. EVR Nagammai Memorial Scholarship to Girl student studying in P.G. Courses.
7. Scholarship to Physically challenged students.
8. Scholarship to the children of Defence Personnel.

Students may contact the college office for further details regarding scholarship.

### ATTENDANCE AND LEAVE

No Student will be allowed to be absent from the college without leave application which may be made in advance to the Principal. In case where the absence is due to unavoidable reasons, application for leave must be submitted immediately by post indicating approximately the probable period of absence. The day on which the student returns to the college he/she shall again apply for leave specifying the exact period of absence/ Leave applied for in proper time will ordinarily be granted on reasonable causes shown, but in case of sickness extending more than three days, the principal may require to produce the medical certificate.

If a student is absent for continuously 15 days without permission his/her name will be struck off the roll.

The annual certificate of attendance required by the University for admission to University Examination shall in no case be granted to a student unless the Principal is satisfied that :

- i. He / She has satisfactorily completed the course of study.
- ii. His / Her progress and conduct has been satisfactory.
- iii. He/she has attended three fourth of the total number of working days prescribed by the college in the academic year.

### ATTENDANCE REQUIREMENT

All candidates must put in 75% and above of attendance for appearing the University Examination. The Principal shall condone the shortage of attendance upto a Maximum limit of 10% (i.e. between 65% and above and less than 75%) after collecting the condonation fee of Rs.250/- each for Theory / Practical examination separately.

Candidates who have secured less than 65% but more than 50% of attendance will not be permitted to appear for the regular examination but will be allowed to proceed to the next year/next semester of the course and they may be permitted to the next University examination by paying the prescribed condonation fee of Rs.250/- each for Theory/Practical Separately

Candidates who have secured less than 50% of attendance have to repeat the course (by rejoining) for which they lack of attendance.

Zero Percent (0%) Attendance: The Students who have earned 0% of attendance have to repeat the program (by rejoining) without Proceeding to succeeding semester and they have to obtain prior permission from the University immediately to rejoin the program.

### TRANSFER CERTIFICATE

Transfer Certificate and conduct certificate are very important documents for every student. Every student shall submit his/her original Transfer Certificate and Conduct Certificate at the time of admission in the College. The above certificates which are submitted with application at the time of admission are cancelled and a new Transfer Certificate and Conduct Certificate will be issued to the student at the time of leaving the college on payment of Rs.25/-

### NO DUE CERTIFICATE

Regular College Students who wish to get their Transfer Certificate and Conduct Certificate must submit a "No Dues" certificate signed by their respective Head of Department, Librarian and office. This should invariably be attached with all applications for Transfer Certificate and Conduct Certificate.

### DISCONTINUANCE IN THE MIDDLE OF THE COURSE

A student who discontinues his/her studies in the middle of the Course shall intimate the fact in writing within three months from the date of his/her discontinuance. He/She should get his/her Transfer Certificate and Conduct Certificate before the completion of one year from the date of his/her discontinuance. If he/she applies after one year for the issue of Transfer Certificate and Conduct Certificate he/she shall remit a sum of Rs.25/- (Rupees Twenty Five only)

### PROCEDURE FOR APPLYING FOR DUPLICATE TRANSFER CERTIFICATE

Student may get a duplicate Transfer Certificate and Conduct Certificate from the College, if he/she has lost his/her certificate beyond recovery. A certificate to this effect has to be obtained from a Revenue Officer not below the rank of Thasildar or from a Gazetted Officer and enclose with his/her application for the issue of duplicate Transfer Certificate and Conduct Certificate. A Sum of Rs. 30/- (Rupees Thirty only) has to be paid as penal fee for the issue of such Duplicate Certificates.

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**FOR YOUR ATTENTION PLEASE**

This is to remind the parents that their responsibilities do not cease with the admission of their wards in The Quaide Milleth College For Men. While continuing to evince keen interest in the progress of their wards in studies and their conduct in and outside the College, they should extend every co-operation to the authorities of the College in the education and welfare of their children. Needless we mention here that mere admission to the College does not guarantee an automatic pass in the University Examination. Students once admitted should realise that their promotion or selection to appear for the University examination will depend on their attendance, progress in studies and conduct as determined by the Principal and staff of the College. Only sustained and systemic hard work will be the key to their continued progress and ultimate success.

**PARENTS TEACHERS MEET**

Parents and teachers meeting is conducted periodically to create a common platform, where teachers and parents come together to enrich the students' educational experiences and it also enables the staff members to give a detailed academic feedback of their wards. It is mandatory for the parents to attend this meeting to the overall development of the students.

**INTRANET**

The College Intranet is a versatile tool to disseminate information of Academic, Alumni Association, Time-table, Syllabus, Examinations, Calendar, E- Resources, Question Banks with Answer Keys and References are available for the students to elaborate their knowledge. Students can easily access it within the college campus and update themselves.

**EXAMINATIONS / TESTS / ASSIGNMENTS**

Students are subjected to Internal Continuous Assessment (ICA) tests for theory and practical examination. Monthly test, Mid-term test and Model Examinations are centrally administered by the College through the College Examination Committee during every semester. Internal Marks are awarded based on the performance of the students in these tests and assignments. Students are advised to attend these examinations compulsorily.

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**STUDENT COUNSELLING CENTRE**

Student Counselling Centre functions with a full time Student Counsellor and Class Advisors. External Counsellors also visit College periodically to provide counselling to the students on personal and psychological needs maintaining privacy and confidentiality.

**CAREER GUIDANCE BUREAU AND PLACEMENT CELL**

Career Guidance Bureau and Placement cell is functioning in the College for the welfare of the students. Students are given extensive guidance in choosing their career. Our placement cell has good rapport with leading corporate firms and MNC's. Campus interview is conducted by leading corporate firms for the final year students. Students may contact Dr. M. Haj Meeral, Department of Mathematics, for further queries.

**ALUMNI ASSOCIATION**

The Quaide Milleth College Alumni Association comprises of numerous luminaries who got enlightened through this institution. The Association aims at paying gratitude to the Alma-matter by augmenting the academic and other developmental activities of the institution.

The Alumni Association provides a chance for the re-union of old friends. All the final year students may enroll as members after their final examinations. For enrolment contact staff in-charge Mr. A. Mazhar Khan.

**CALENDAR  
2019 - 2020**

| May & June 2019 |     |      |           |       |              |
|-----------------|-----|------|-----------|-------|--------------|
| DATE            | DAY | TASK | DAY ORDER | CYCLE | WORKING DAYS |
| 28              | Tue |      |           |       |              |
| 29              | Wed |      |           |       |              |
| 30              | Thu |      |           |       |              |
| 31              | Fri |      |           |       |              |
| 1               | Sat |      |           |       |              |
| 2               | Sun |      |           |       |              |
| June - 2019     |     |      |           |       |              |
| DATE            | DAY | TASK | DAY ORDER | CYCLE | WORKING DAYS |
| 3               | Mon |      |           |       |              |
| 4               | Tue |      |           |       |              |
| 5               | Wed |      |           |       |              |
| 6               | Thu |      |           |       |              |
| 7               | Fri |      |           |       |              |
| 8               | Sat |      |           |       |              |
| 9               | Sun |      |           |       |              |
| June - 2019     |     |      |           |       |              |
| DATE            | DAY | TASK | DAY ORDER | CYCLE | WORKING DAYS |
| 10              | Mon |      |           |       |              |
| 11              | Tue |      |           |       |              |
| 12              | Wed |      |           |       |              |
| 13              | Thu |      |           |       |              |
| 14              | Fri |      |           |       |              |
| 15              | Sat |      |           |       |              |
| 16              | Sun |      |           |       |              |
| June - 2019     |     |      |           |       |              |
| DATE            | DAY | TASK | DAY ORDER | CYCLE | WORKING DAYS |
| 17              | Mon |      | I         | 1     | 1            |
| 18              | Tue |      | II        |       | 2            |
| 19              | Wed |      | III       |       | 3            |
| 20              | Thu |      | IV        |       | 4            |

| 21                 | Fri |      | V         |       | 5            |
|--------------------|-----|------|-----------|-------|--------------|
| 22                 | Sat |      |           |       |              |
| 23                 | Sun |      |           |       |              |
| June & July - 2019 |     |      |           |       |              |
| DATE               | DAY | TASK | DAY ORDER | CYCLE | WORKING DAYS |
| 24                 | Mon |      | VI        |       | 6            |
| 25                 | Tue |      | I         | 2     | 7            |
| 26                 | Wed |      | II        |       | 8            |
| 27                 | Thu |      | III       |       | 9            |
| 28                 | Fri |      | IV        |       | 10           |
| 29                 | Sat |      | V         |       | 11           |
| 30                 | Sun |      |           |       |              |
| July - 2019        |     |      |           |       |              |
| DATE               | DAY | TASK | DAY ORDER | CYCLE | WORKING DAYS |
| 1                  | Mon |      | VI        |       | 12           |
| 2                  | Tue |      | I         | 3     | 13           |
| 3                  | Wed |      | II        |       | 14           |
| 4                  | Thu |      | III       |       | 15           |
| 5                  | Fri |      | IV        |       | 16           |
| 6                  | Sat |      |           |       |              |
| 7                  | Sun |      |           |       |              |
| July - 2019        |     |      |           |       |              |
| DATE               | DAY | TASK | DAY ORDER | CYCLE | WORKING DAYS |
| 8                  | Mon |      | V         |       | 17           |
| 9                  | Tue |      | VI        |       | 18           |
| 10                 | Wed |      | I         | 4     | 19           |
| 11                 | Thu |      | II        |       | 20           |
| 12                 | Fri |      | III       |       | 21           |
| 13                 | Sat |      |           |       |              |
| 14                 | Sun |      |           |       |              |

|                      |     | July - 2019 |           |       |              |
|----------------------|-----|-------------|-----------|-------|--------------|
| DATE                 | DAY | TASK        | DAY ORDER | CYCLE | WORKING DAYS |
| 15                   | Mon |             | IV        |       | 22           |
| 16                   | Tue |             | V         |       | 23           |
| 17                   | Wed |             | VI        |       | 24           |
| 18                   | Thu |             | I         | 5     | 25           |
| 19                   | Fri |             | II        |       | 26           |
| 20                   | Sat |             |           |       |              |
| 21                   | Sun |             |           |       |              |
| July - 2019          |     |             |           |       |              |
| DATE                 | DAY | TASK        | DAY ORDER | CYCLE | WORKING DAYS |
| 22                   | Mon |             | III       |       | 27           |
| 23                   | Tue |             | IV        |       | 28           |
| 24                   | Wed |             | V         |       | 29           |
| 25                   | Thu |             | VI        |       | 30           |
| 26                   | Fri |             | I         | 6     | 31           |
| 27                   | Sat |             |           |       |              |
| 28                   | Sun |             |           |       |              |
| July & August - 2019 |     |             |           |       |              |
| DATE                 | DAY | TASK        | DAY ORDER | CYCLE | WORKING DAYS |
| 29                   | Mon |             | II        |       | 32           |
| 30                   | Tue |             | III       |       | 33           |
| 31                   | Wed |             | IV        |       | 34           |
| 1                    | Thu |             | V         |       | 35           |
| 2                    | Fri |             | VI        |       | 36           |
| 3                    | Sat |             |           |       |              |
| 4                    | Sun |             |           |       |              |
| August - 2019        |     |             |           |       |              |
| DATE                 | DAY | TASK        | DAY ORDER | CYCLE | WORKING DAYS |
| 5                    | Mon |             | I         | 7     | 37           |
| 6                    | Tue |             | II        |       | 38           |



| 7                         | Wed |                                       | III       |       | 39           |
|---------------------------|-----|---------------------------------------|-----------|-------|--------------|
| 8                         | Thu |                                       | IV        |       | 40           |
| 9                         | Fri |                                       | V         |       | 41           |
| 10                        | Sat |                                       |           |       |              |
| 11                        | Sun |                                       |           |       |              |
| August - 2019             |     |                                       |           |       |              |
| DATE                      | DAY | TASK                                  | DAY ORDER | CYCLE | WORKING DAYS |
| 12                        | Mon | Bakrid Holidays                       | -         |       |              |
| 13                        | Tue |                                       |           |       |              |
| 14                        | Wed |                                       | VI        |       | 42           |
| 15                        | Thu | Independence Day                      |           |       |              |
| 16                        | Fri |                                       | I         | 8     | 43           |
| 17                        | Sat |                                       |           |       |              |
| 18                        | Sun |                                       |           |       |              |
| August - 2019             |     |                                       |           |       |              |
| DATE                      | DAY | TASK                                  | DAY ORDER | CYCLE | WORKING DAYS |
| 19                        | Mon |                                       | II        |       | 44           |
| 20                        | Tue |                                       | III       |       | 45           |
| 21                        | Wed |                                       | IV        |       | 46           |
| 22                        | Thu |                                       | V         |       | 47           |
| 23                        | Fri | Krishna Jayanthi                      |           |       |              |
| 24                        | Sat |                                       |           |       |              |
| 25                        | Sun |                                       |           |       |              |
| August & September - 2019 |     |                                       |           |       |              |
| DATE                      | DAY | TASK                                  | DAY ORDER | CYCLE | WORKING DAYS |
| 26                        | Mon | Commencement of Mid Term Examinations | VI        |       | 48           |
| 27                        | Tue |                                       | I         | 9     | 49           |
| 28                        | Wed |                                       | II        |       | 50           |
| 29                        | Thu |                                       | III       |       | 51           |
| 30                        | Fri |                                       | IV        |       | 52           |
| 31                        | Sat | Parents-Teachers Meet                 | V         |       | 53           |
| 1                         | Sun |                                       |           |       |              |

| September - 2019 |     |                     |           |       |              |
|------------------|-----|---------------------|-----------|-------|--------------|
| DATE             | DAY | TASK                | DAY ORDER | CYCLE | WORKING DAYS |
| 2                | Mon | Vinayagar Chaturthi |           |       |              |
| 3                | Tue |                     | VI        |       | 54           |
| 4                | Wed |                     | I         | 10    | 55           |
| 5                | Thu |                     | II        |       | 56           |
| 6                | Fri |                     | III       |       | 57           |
| 7                | Sat |                     |           |       |              |
| 8                | Sun |                     |           |       |              |
| September - 2019 |     |                     |           |       |              |
| DATE             | DAY | TASK                | DAY ORDER | CYCLE | WORKING DAYS |
| 9                | Mon |                     | IV        |       | 58           |
| 10               | Tue |                     | V         |       | 59           |
| 11               | Wed | Muharam             |           |       |              |
| 12               | Thu |                     | VI        |       | 60           |
| 13               | Fri |                     | I         | 11    | 61           |
| 14               | Sat |                     | II        |       | 62           |
| 15               | Sun |                     |           |       |              |
| September - 2019 |     |                     |           |       |              |
| DATE             | DAY | TASK                | DAY ORDER | CYCLE | WORKING DAYS |
| 16               | Mon |                     | III       |       | 63           |
| 17               | Tue |                     | IV        |       | 64           |
| 18               | Wed |                     | V         |       | 62           |
| 19               | Thu |                     | VI        |       | 66           |
| 20               | Fri |                     | I         | 12    | 67           |
| 21               | Sat |                     |           |       |              |
| 22               | Sun |                     |           |       |              |
| September - 2019 |     |                     |           |       |              |
| DATE             | DAY | TASK                | DAY ORDER | CYCLE | WORKING DAYS |
| 23               | Mon |                     | II        |       | 68           |
| 24               | Tue |                     | III       |       | 69           |
| 25               | Wed |                     | IV        |       | 70           |

| 26                         | Thu |                                    | V         |       | 71           |
|----------------------------|-----|------------------------------------|-----------|-------|--------------|
| 27                         | Fri |                                    | VI        |       | 72           |
| 28                         | Sat |                                    | I         | 13    | 73           |
| 29                         | Sun |                                    |           |       |              |
| September & October - 2019 |     |                                    |           |       |              |
| DATE                       | DAY | TASK                               | DAY ORDER | CYCLE | WORKING DAYS |
| 30                         | Mon |                                    | II        |       | 74           |
| 1                          | Tue |                                    | III       |       | 75           |
| 2                          | Wed | Gandhi Jayanthi                    |           |       |              |
| 3                          | Thu |                                    | IV        |       | 76           |
| 4                          | Fri |                                    | V         |       | 77           |
| 5                          | Sat |                                    |           |       |              |
| 6                          | Sun |                                    |           |       |              |
| October - 2019             |     |                                    |           |       |              |
| DATE                       | DAY | TASK                               | DAY ORDER | CYCLE | WORKING DAYS |
| 7                          | Mon | Ayudha Pooja                       |           |       |              |
| 8                          | Tue | Vijayadasami                       |           |       |              |
| 9                          | Wed |                                    | VI        |       | 78           |
| 10                         | Thu |                                    | I         | 14    | 79           |
| 11                         | Fri |                                    | II        |       | 80           |
| 12                         | Sat |                                    | III       |       | 81           |
| 13                         | Sun |                                    |           |       |              |
| October - 2019             |     |                                    |           |       |              |
| DATE                       | DAY | TASK                               | DAY ORDER | CYCLE | WORKING DAYS |
| 14                         | Mon |                                    | IV        |       | 82           |
| 15                         | Tue |                                    | V         |       | 83           |
| 16                         | Wed | Commencement of Model Examinations | VI        |       | 84           |
| 17                         | Thu |                                    | I         | 15    | 85           |
| 18                         | Fri |                                    | II        |       | 86           |
| 19                         | Sat |                                    | III       |       | 87           |
| 20                         | Sun |                                    |           |       |              |

| October - 2019            |     |   |           |       |              |
|---------------------------|-----|---|-----------|-------|--------------|
| DATE                      | DAY | TASK                                    | DAY ORDER | CYCLE | WORKING DAYS |
| 21                        | Mon | Model Examinations                      | IV        |       | 88           |
| 22                        | Tue | Softskill Examination                   | V         |       | 89           |
| 23                        | Wed | NME, Basic Tamil & Advance Tamil        | VI        |       | 90           |
| 24                        | Thu | Personality Enrichment Examination      | I         | 16    | 91           |
| 25                        | Fri | Yoga for Human Excellence               | II        |       | 92           |
| 26                        | Sat |   |           |       |              |
| 27                        | Sun | Deepavali                               |           |       |              |
| October & November - 2019 |     |   |           |       |              |
| DATE                      | DAY | TASK                                    | DAY ORDER | CYCLE | WORKING DAYS |
| 28                        | Mon |   | III       |       | 93           |
| 29                        | Tue |   | IV        |       | 94           |
| 30                        | Wed |   | V         |       | 95           |
| 31                        | Thu |   | VI        |       | 96           |
| 1                         | Fri | Commencement of University Examinations |           |       |              |
| 2                         | Sat |   |           |       |              |
| 3                         | Sun |   |           |       |              |
| November - 2019           |     |   |           |       |              |
| DATE                      | DAY | TASK                                    | DAY ORDER | CYCLE | WORKING DAYS |
| 4                         | Mon |   |           |       |              |
| 5                         | Tue |   |           |       |              |
| 6                         | Wed |   |           |       |              |
| 7                         | Thu |   |           |       |              |
| 8                         | Fri |   |           |       |              |
| 9                         | Sat |   |           |       |              |
| 10                        | Sun | Milad-un-Nabi                           |           |       |              |
| November - 2019           |     |   |           |       |              |
| DATE                      | DAY | TASK                                    | DAY ORDER | CYCLE | WORKING DAYS |
| 11                        | Mon |   |           |       |              |
| 12                        | Tue |   |           |       |              |
| 13                        | Wed |   |           |       |              |

| 14                         | Thu |                              |           |       |              |
|----------------------------|-----|------------------------------|-----------|-------|--------------|
| 15                         | Fri |                              |           |       |              |
| 16                         | Sat |                              |           |       |              |
| 17                         | Sun |                              |           |       |              |
| November - 2019            |     |                              |           |       |              |
| DATE                       | DAY | TASK                         | DAY ORDER | CYCLE | WORKING DAYS |
| 18                         | Mon |                              |           |       |              |
| 19                         | Tue |                              |           |       |              |
| 20                         | Wed | Re-opening for Even Semester | I         | 1     | 1            |
| 21                         | Thu |                              | II        |       | 2            |
| 22                         | Fri |                              | III       |       | 3            |
| 23                         | Sat |                              |           |       |              |
| 24                         | Sun |                              |           |       |              |
| November & December - 2019 |     |                              |           |       |              |
| DATE                       | DAY | TASK                         | DAY ORDER | CYCLE | WORKING DAYS |
| 25                         | Mon |                              | IV        |       | 4            |
| 26                         | Tue |                              | V         |       | 5            |
| 27                         | Wed |                              | VI        |       | 6            |
| 28                         | Thu |                              | I         | 2     | 7            |
| 29                         | Fri |                              | II        |       | 8            |
| 30                         | Sat |                              |           |       |              |
| 1                          | Sun |                              |           |       |              |
| December - 2019            |     |                              |           |       |              |
| DATE                       | DAY | TASK                         | DAY ORDER | CYCLE | WORKING DAYS |
| 2                          | Mon |                              | III       |       | 9            |
| 3                          | Tue |                              | IV        |       | 10           |
| 4                          | Wed |                              | V         |       | 11           |
| 5                          | Thu |                              | VI        |       | 12           |
| 6                          | Fri |                              | I         | 3     | 13           |
| 7                          | Sat |                              | II        |       | 14           |
| 8                          | Sun |                              |           |       |              |
|                            |     |                              |           |       |              |
|                            |     |                              |           |       |              |

| December - 2019                  |     |                             |           |       |              |
|----------------------------------|-----|-----------------------------|-----------|-------|--------------|
| DATE                             | DAY | TASK                        | DAY ORDER | CYCLE | WORKING DAYS |
| 9                                | Mon |                             | III       |       | 15           |
| 10                               | Tue |                             | IV        |       | 16           |
| 11                               | Wed |                             | V         |       | 17           |
| 12                               | Thu |                             | VI        |       | 18           |
| 13                               | Fri |                             | I         | 4     | 19           |
| 14                               | Sat |                             | II        |       | 20           |
| 15                               | Sun |                             |           |       |              |
| December - 2019                  |     |                             |           |       |              |
| DATE                             | DAY | TASK                        | DAY ORDER | CYCLE | WORKING DAYS |
| 16                               | Mon |                             | III       |       | 21           |
| 17                               | Tue |                             | IV        |       | 22           |
| 18                               | Wed |                             | V         |       | 23           |
| 19                               | Thu |                             | VI        |       | 24           |
| 20                               | Fri | University Valuation begins |           |       |              |
| 21                               | Sat |                             |           |       |              |
| 22                               | Sun |                             |           |       |              |
| December - 2019                  |     |                             |           |       |              |
| DATE                             | DAY | TASK                        | DAY ORDER | CYCLE | WORKING DAYS |
| 23                               | Mon |                             |           |       |              |
| 24                               | Tue |                             |           |       |              |
| 25                               | Wed | Christmas                   |           |       |              |
| 26                               | Thu |                             |           |       |              |
| 27                               | Fri |                             |           |       |              |
| 28                               | Sat |                             |           |       |              |
| 29                               | Sun |                             |           |       |              |
| December - 2019 & January - 2020 |     |                             |           |       |              |
| DATE                             | DAY | TASK                        | DAY ORDER | CYCLE | WORKING DAYS |
| 30                               | Mon |                             |           |       |              |
| 31                               | Tue |                             |           |       |              |

|                |     |                                  |           |       |              |
|----------------|-----|----------------------------------|-----------|-------|--------------|
| 1              | Wed | New Year                         |           |       |              |
| 2              | Thu | Re-opens after central valuation | I         | 5     | 25           |
| 3              | Fri |                                  | II        |       | 26           |
| 4              | Sat |                                  | III       |       | 27           |
| 5              | Sun |                                  |           |       |              |
| January - 2020 |     |                                  |           |       |              |
| DATE           | DAY | TASK                             | DAY ORDER | CYCLE | WORKING DAYS |
| 6              | Mon |                                  | IV        |       | 28           |
| 7              | Tue |                                  | V         |       | 29           |
| 8              | Wed |                                  | VI        |       | 30           |
| 9              | Thu |                                  | I         | 6     | 31           |
| 10             | Fri |                                  | II        |       | 32           |
| 11             | Sat |                                  | III       |       | 33           |
| 12             | Sun |                                  |           |       |              |
| January - 2020 |     |                                  |           |       |              |
| DATE           | DAY | TASK                             | DAY ORDER | CYCLE | WORKING DAYS |
| 13             | Mon |                                  | IV        |       | 34           |
| 14             | Tue |                                  | V         |       | 35           |
| 15             | Wed | Pongal                           |           |       |              |
| 16             | Thu | Thiruvalluvar Day                |           |       |              |
| 17             | Fri | Uzhavar Thirunal                 |           |       |              |
| 18             | Sat |                                  |           |       |              |
| 19             | Sun |                                  |           |       |              |
| January - 2020 |     |                                  |           |       |              |
| DATE           | DAY | TASK                             | DAY ORDER | CYCLE | WORKING DAYS |
| 20             | Mon |                                  | VI        |       | 36           |
| 21             | Tue |                                  | I         | 7     | 37           |
| 22             | Wed |                                  | II        |       | 38           |
| 23             | Thu |                                  | III       |       | 39           |
| 24             | Fri |                                  | IV        |       | 40           |
| 25             | Sat |                                  | V         |       | 41           |

|                           |     |                                       |           |       |              |
|---------------------------|-----|---------------------------------------|-----------|-------|--------------|
| 26                        | Sun | Republic Day                          |           |       |              |
| January & February - 2020 |     |                                       |           |       |              |
| DATE                      | DAY | TASK                                  | DAY ORDER | CYCLE | WORKING DAYS |
| 27                        | Mon |                                       | VI        |       | 42           |
| 28                        | Tue |                                       | I         | 8     | 43           |
| 29                        | Wed |                                       | II        |       | 44           |
| 30                        | Thu |                                       | III       |       | 45           |
| 31                        | Fri |                                       | IV        |       | 46           |
| 1                         | Sat |                                       | V         |       | 47           |
| 2                         | Sun |                                       |           |       |              |
| February - 2020           |     |                                       |           |       |              |
| DATE                      | DAY | TASK                                  | DAY ORDER | CYCLE | WORKING DAYS |
| 3                         | Mon | Commencement of Mid Term Examinations | VI        |       | 48           |
| 4                         | Tue |                                       | I         | 9     | 49           |
| 5                         | Wed |                                       | II        |       | 50           |
| 6                         | Thu |                                       | III       |       | 51           |
| 7                         | Fri |                                       | IV        |       | 52           |
| 8                         | Sat |                                       | V         |       | 53           |
| 9                         | Sun |                                       |           |       |              |
| February - 2020           |     |                                       |           |       |              |
| DATE                      | DAY | TASK                                  | DAY ORDER | CYCLE | WORKING DAYS |
| 10                        | Mon |                                       | VI        |       | 54           |
| 11                        | Tue |                                       | I         | 10    | 55           |
| 12                        | Wed |                                       | II        |       | 56           |
| 13                        | Thu |                                       | III       |       | 57           |
| 14                        | Fri |                                       | IV        |       | 58           |
| 15                        | Sat | Parents-Teachers Meet                 | V         |       | 59           |
| 16                        | Sun |                                       |           |       |              |
| February - 2020           |     |                                       |           |       |              |
| DATE                      | DAY | TASK                                  | DAY ORDER | CYCLE | WORKING DAYS |
| 17                        | Mon |                                       | VI        |       | 60           |
| 18                        | Tue |                                       | I         | 11    | 61           |

| 19                      | Wed |                                    | II        |       | 62           |
|-------------------------|-----|------------------------------------|-----------|-------|--------------|
| 20                      | Thu |                                    | III       |       | 63           |
| 21                      | Fri |                                    | IV        |       | 64           |
| 22                      | Sat | Job Fair                           | V         |       | 65           |
| 23                      | Sun |                                    |           |       |              |
| February & March - 2020 |     |                                    |           |       |              |
| DATE                    | DAY | TASK                               | DAY ORDER | CYCLE | WORKING DAYS |
| 24                      | Mon |                                    | VI        |       | 66           |
| 25                      | Tue |                                    | I         | 12    | 67           |
| 26                      | Wed |                                    | II        |       | 68           |
| 27                      | Thu |                                    | III       |       | 69           |
| 28                      | Fri |                                    | IV        |       | 70           |
| 29                      | Sat |                                    | V         |       | 71           |
| 1                       | Sun |                                    |           |       |              |
| March - 2020            |     |                                    |           |       |              |
| DATE                    | DAY | TASK                               | DAY ORDER | CYCLE | WORKING DAYS |
| 2                       | Mon |                                    | VI        |       | 72           |
| 3                       | Tue |                                    | I         | 13    | 73           |
| 4                       | Wed |                                    | II        |       | 74           |
| 5                       | Thu |                                    | III       |       | 75           |
| 6                       | Fri | Commencement of Model Examinations | IV        |       | 76           |
| 7                       | Sat |                                    | V         |       | 77           |
| 8                       | Sun |                                    |           |       |              |
| March - 2020            |     |                                    |           |       |              |
| DATE                    | DAY | TASK                               | DAY ORDER | CYCLE | WORKING DAYS |
| 9                       | Mon |                                    | VI        |       | 78           |
| 10                      | Tue |                                    | I         | 14    | 79           |
| 11                      | Wed |                                    | II        |       | 80           |
| 12                      | Thu |                                    | III       |       | 81           |
| 13                      | Fri |                                    | IV        |       | 82           |
| 14                      | Sat |                                    | V         |       | 83           |
| 15                      | Sun |                                    |           |       |              |

| March - 2020         |     |   |           |       |              |
|----------------------|-----|---|-----------|-------|--------------|
| DATE                 | DAY | TASK                                      | DAY ORDER | CYCLE | WORKING DAYS |
| 16                   | Mon | NME & Soft Skill - University Examination | VI        |       | 84           |
| 17                   | Tue |   | I         | 15    | 85           |
| 18                   | Wed |   | II        |       | 86           |
| 19                   | Thu |   | III       |       | 87           |
| 20                   | Fri |   | IV        |       | 88           |
| 21                   | Sat |   | V         |       | 89           |
| 22                   | Sun |   |           |       |              |
| March - 2020         |     |   |           |       |              |
| DATE                 | DAY | TASK                                      | DAY ORDER | CYCLE | WORKING DAYS |
| 23                   | Mon |   | VI        |       | 90           |
| 24                   | Tue |   | I         | 16    | 91           |
| 25                   | Wed | Telugu New Year                           |           |       |              |
| 26                   | Thu |   | II        |       | 92           |
| 27                   | Fri |   | III       |       | 93           |
| 28                   | Sat |   | IV        |       | 94           |
| 29                   | Sun |   |           |       |              |
| March & April - 2020 |     |   |           |       |              |
| DATE                 | DAY | TASK                                      | DAY ORDER | CYCLE | WORKING DAYS |
| 30                   | Mon |   | V         |       | 95           |
| 31                   | Tue |   | VI        |       | 96           |
| 1                    | Wed | Commencement of University Examinations   |           |       |              |
| 2                    | Thu |   |           |       |              |
| 3                    | Fri |   |           |       |              |
| 4                    | Sat |   |           |       |              |
| 5                    | Sun |   |           |       |              |
| April - 2020         |     |   |           |       |              |
| DATE                 | DAY | TASK                                      | DAY ORDER | CYCLE | WORKING DAYS |
| 6                    | Mon | Mahavir Jayanthi                          |           |       |              |
| 7                    | Tue |   |           |       |              |

|      |     |                |           |       |              |
|------|-----|----------------|-----------|-------|--------------|
| 8    | Wed |                |           |       |              |
| 9    | Thu |                |           |       |              |
| 10   | Fri | Good Friday    |           |       |              |
| 11   | Sat |                |           |       |              |
| 12   | Sun |                |           |       |              |
|      |     | April - 2020   |           |       |              |
| DATE | DAY | TASK           | DAY ORDER | CYCLE | WORKING DAYS |
| 13   | Mon |                |           |       |              |
| 14   | Tue | Tamil New Year |           |       |              |
| 15   | Wed |                |           |       |              |
| 16   | Thu |                |           |       |              |
| 17   | Fri |                |           |       |              |
| 18   | Sat |                |           |       |              |
| 19   | Sun |                |           |       |              |
|      |     | April - 2020   |           |       |              |
| DATE | DAY | TASK           | DAY ORDER | CYCLE | WORKING DAYS |
| 20   | Mon |                |           |       |              |
| 21   | Tue |                |           |       |              |
| 22   | Wed |                |           |       |              |
| 23   | Thu |                |           |       |              |
| 24   | Fri |                |           |       |              |
| 25   | Sat |                |           |       |              |
| 26   | Sun |                |           |       |              |
| 27   | Mon |                |           |       |              |
| 28   | Tue |                |           |       |              |

**ABSTRACT****ODD SEMESTER**

| Month        | No. of working days | Total working days |
|--------------|---------------------|--------------------|
| June 19      | 11                  | 11                 |
| July 19      | 23                  | 34                 |
| August 19    | 19                  | 53                 |
| September 19 | 21                  | 74                 |
| October 19   | 22                  | 96                 |

**ABSTRACT****EVEN SEMESTER**

| Month       | No. of working days | Total working days |
|-------------|---------------------|--------------------|
| November 19 | 8                   | 8                  |
| December 19 | 16                  | 24                 |
| January 20  | 22                  | 46                 |
| February 20 | 25                  | 71                 |
| March 20    | 25                  | 96                 |



